

North Dakota State Courts E-Filing

December 2010

Statewide Rollout of E-Filing

Agenda

- E-Filing objectives
- Benefits to the legal community
- E-Filing timeline
- Key points for the rollout
- Sample Initial Filing / Subsequent Filing

E-Filing objectives

- The Supreme Court is in the midst of an ambitious project to modernize the trial courts
- This includes the rollout of a new Case Management and Document Management System statewide, followed by the introduction of E-Filing
- These technology upgrades lay the foundation for providing electronic access to documents in the future

North American E-Filing market

- More than 42% of the US Court market has active plans to offer E-Filing
- 36 jurisdictions plan to offer E-Filing within 2 yrs
 - 12 of these are Statewide
- 21 jurisdictions plan to offer E-Filing in 2+ yrs
 - 9 of these are Statewide

*Statistics courtesy of NCSC eFiling Survey, Summer 2009

April 11, 2011

North Dakota will be the first State
in the United States to have an
entirely electronic trial court
record.

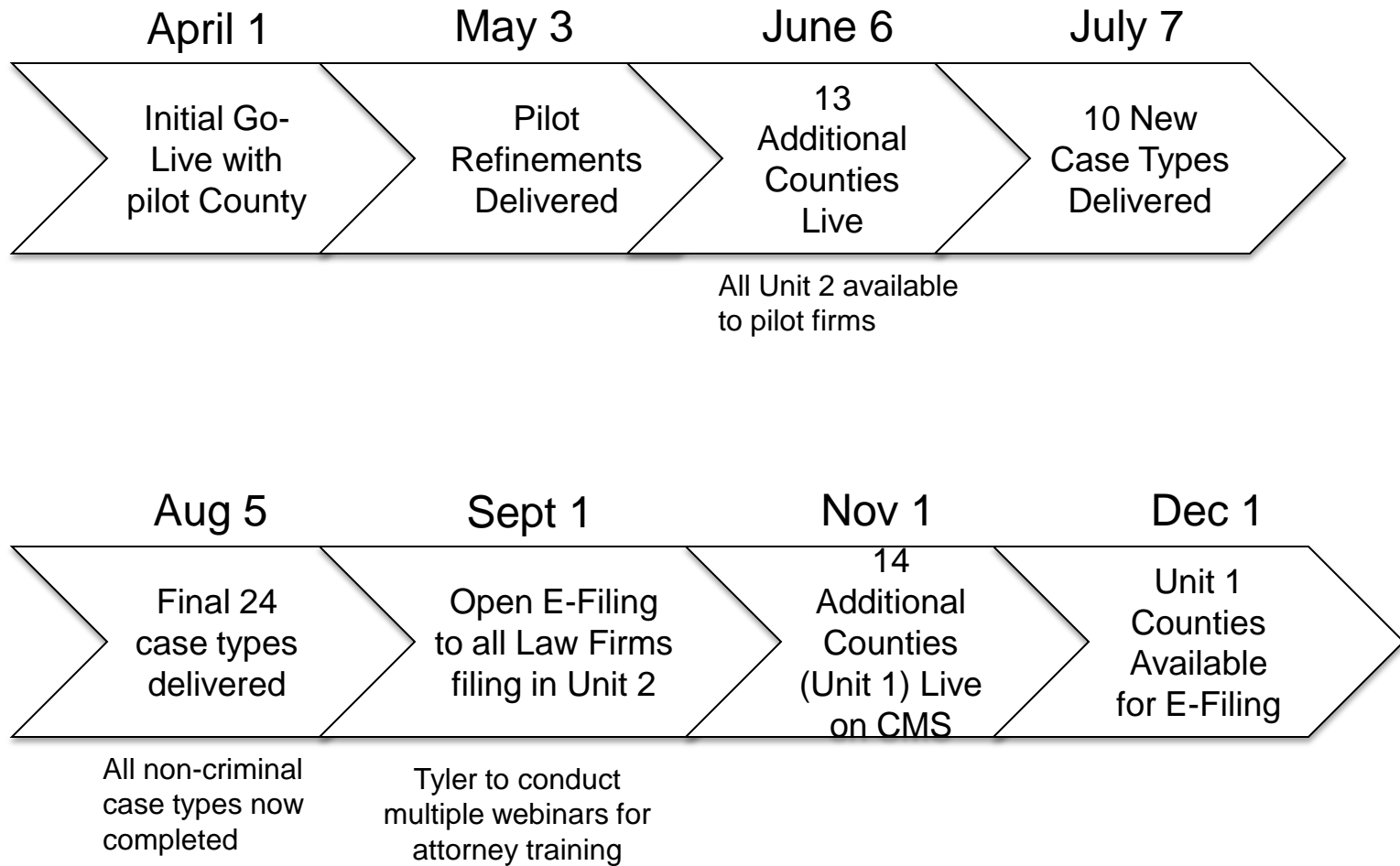
Benefits to the legal community

- Efficiency
 - Access to E-Filed information electronically
 - Access to file stamped copy after Clerk accepts filing
 - File documents faster electronically
- Cost
 - Avoid courier and delivery expense
- Electronic Service
 - Confirmed delivery – not just an email: records time opened, confirms delivery of entire file, records IP address of served
 - More effective and timely service

Benefits to the legal community

- Lawyer office access to all public court documents in the state
 - For those who file all their documents electronically
- No charge for document access
- No additional charge for E-Filing

North Dakota E-Filing Timeline

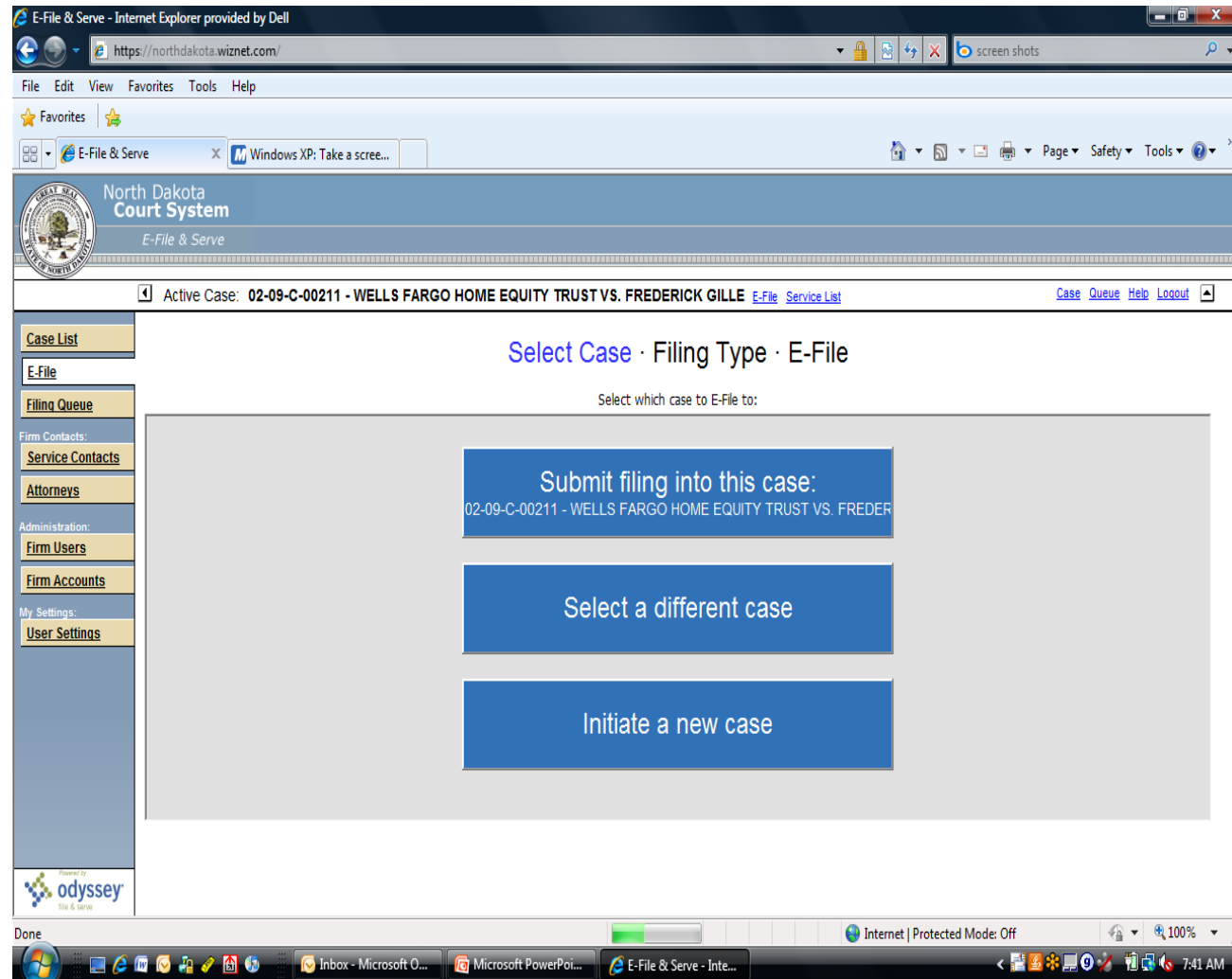


Key points for rollout

- The E-Filing rollout is following about 30 days after the rollout of our new Case Management system
 - Unit 2 counties opened to all firms for E-Filing on non-criminal case types September 1
 - Filing for Criminal / Secure case types October 1
 - Unit 1 counties open for E-Filing December 1
 - Unit's 3 and 4 will be available for E-Filing May 1, 2011
- The Court is providing training opportunities to firms via webinars

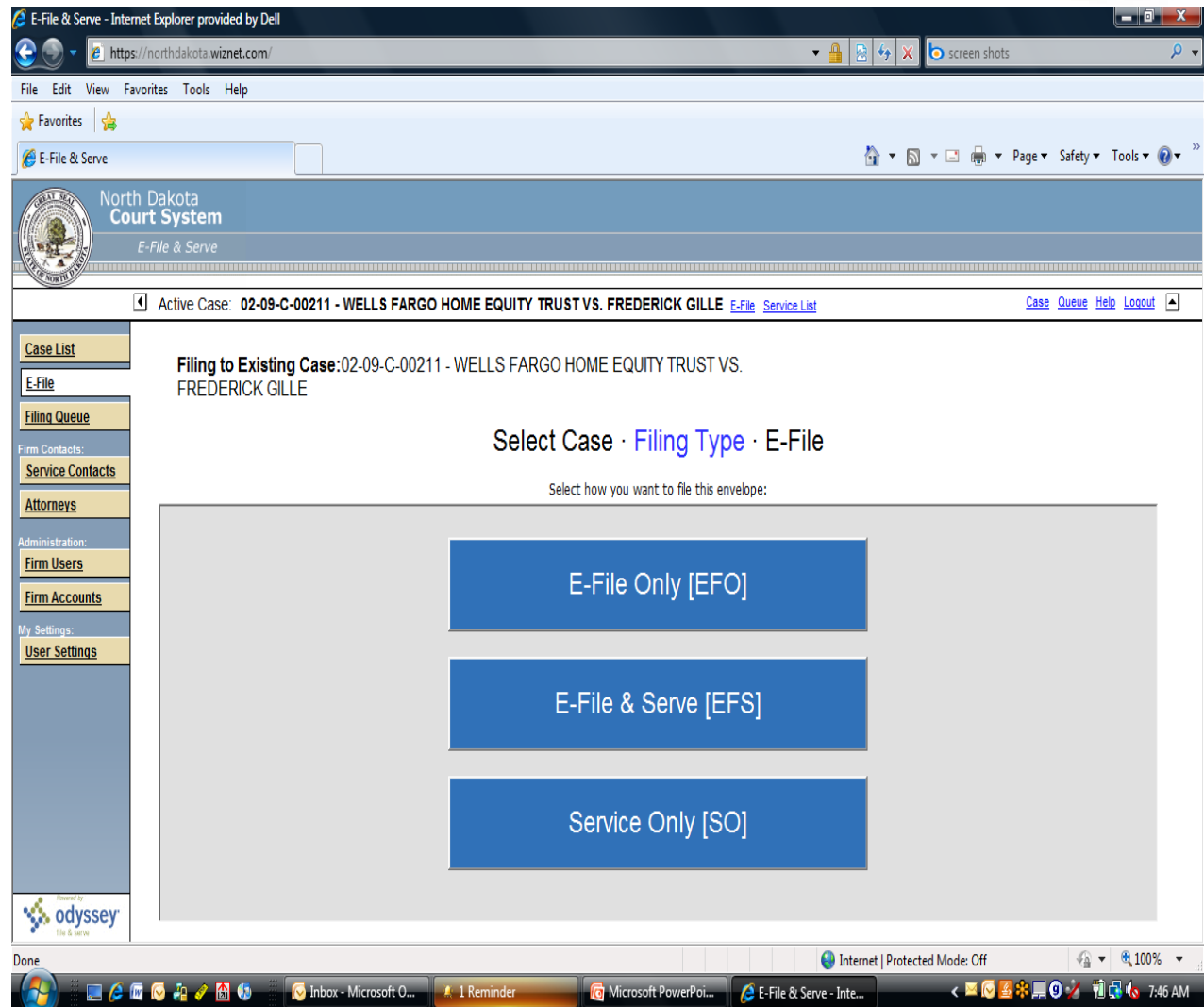
Select Case to E-File Into

- One starting page to begin all filing transactions
- Subsequent Filings
- Initial Filings



Select E-File Type

- One screen to designate filing type
 - E-File Only – File directly to the courts
 - E-File & Serve – To file to the courts and serve parties
 - Service Only – Serve documents without going through the courts



Add Filing Details

- Select the filing event
- Add optional comments
- Reference the firm's internal tracking number

The screenshot displays the North Dakota Court System's E-File & Serve web application. The header includes the court's logo and name. A navigation bar at the top shows the active case: 02-09-C-00211 - WELLS FARGO HOME EQUITY TRUST VS. FREDERICK GILLE. A sidebar on the left contains a menu with options like Case List, E-File, Filing Queue, and various contact and account management links. The main content area is titled 'Filing to Existing Case: 02-09-C-00211 - WELLS FARGO HOME EQUITY TRUST VS. FREDERICK GILLE'. It features tabs for Filings, Envelope, and Documents. The 'Filings' tab is active, showing a form to 'Please enter details for filing #1:'. This form includes a 'Filing Code' dropdown menu with options like AFF - Affidavit \$0, ANS - Answer \$50, APC - Affidavit of Probable Cause \$0, APP - Application \$0, ARJ - Affidavit of Renewal of Judgment \$0, ARM - Annual Report Mailed \$0, ASC - Answer for Small Claims \$0, and ASN - Assignment \$0. Below this is an 'Additional Filing Description' field with a text area and a 'Filing Comments' field with a larger text area. A 'Reference Number' field is also present. At the bottom right, there is a button labeled 'Add Another Filing ++'. The footer shows the 'odyssey' logo and the text 'Done'.

North Dakota Court System
E-File & Serve

Active Case: 02-09-C-00211 - WELLS FARGO HOME EQUITY TRUST VS. FREDERICK GILLE

Case List
E-File
Filing Queue
Firm Contacts:
Service Contacts
Attorneys
Administration
Firm Users
Firm Accounts
My Settings:
User Settings

Filing to Existing Case: 02-09-C-00211 - WELLS FARGO HOME EQUITY TRUST VS. FREDERICK GILLE

Select Case · Filing Type · E-File

Filings Envelope Documents

Please enter details for filing #1:

Filing Code
Select the filing type for this document:

AFF - Affidavit \$0
ANS - Answer \$50
APC - Affidavit of Probable Cause \$0
APP - Application \$0
ARJ - Affidavit of Renewal of Judgment \$0
ARM - Annual Report Mailed \$0
ASC - Answer for Small Claims \$0
ASN - Assignment \$0

Additional Filing Description
Insert additional information to add to the Filing Code chosen above:
Example -- If selecting "Aff - Affidavit" as the Filing Code, enter "of Service" below.

Filing Comments
Enter any comments about this filing for the reviewer and/or for your own records.

Reference Number
Enter an identification number that you or your firm will use to cross-reference this filing:

Done

Internet | Protected Mode: Off

Upload Document

- Link documents to the filing actions and submit

The screenshot shows the North Dakota Court System E-File & Serve web application. The browser window is titled "E-File & Serve - Internet Explorer provided by Dell" and the address bar shows "https://northdakota.wiznet.com/". The page header includes the North Dakota Court System logo and the text "E-File & Serve". The main content area displays the "Active Case: 02-09-C-00211 - WELLS FARGO HOME EQUITY TRUST VS. FREDERICK GILLE" with links for "E-File", "Service List", "Case", "Queue", "Help", and "Logout". The left sidebar contains a "Case List" menu with options: "E-File", "Filing Queue", "Firm Contacts", "Service Contacts", "Attorneys", "Administration", "Firm Users", "Firm Accounts", "My Settings", and "User Settings". The main content area has a "Filing to Existing Case: 02-09-C-00211 - WELLS FARGO HOME EQUITY TRUST VS. FREDERICK GILLE" section. Below this, there are tabs for "Filings", "Envelope", and "Documents". The "Documents" tab is selected, showing a "Please select the files (and attachments) to upload for each filing." section. A note states: "Note: All documents must be in one of the following formats: Adobe PDF, Microsoft Word (DOC), Word Perfect (WPD), Tagged Image File (TIF), ASCII Text (TXT)". Below the note, there is a "Filing #1:" section with a "Lead Document:" label and a "Browse..." button. An "Add Attachment" button is also present. At the bottom, a message states: "Clicking the following button will submit your filing to the court." followed by an "Upload files and submit envelope" button. The footer of the page includes the "odyssey file & serve" logo.

Case Initiation – The Who, What, and Where of E-Filing

- Who – Designate the Filing and Responding Parties
- What – Choose the type of case to be filed
- Where – Specify the county to receive the filing

The screenshot shows the 'Initiating a New Case' page of the North Dakota Court System's E-File & Serve portal. The page has a blue header with the court system logo and name. A navigation sidebar on the left contains links for Case List, E-File, Filing Queue, Firm Contacts, Service Contacts, Attorneys, Administration, Firm Users, Firm Accounts, My Settings, and User Settings. The main content area is titled 'Initiating a New Case' and includes tabs for Case, Filings, Envelope, and Documents. The 'Case' tab is active, showing a form to 'Enter the details for the new case:'. The form includes dropdown menus for Case Type (CV - CIVIL), Case Action Code (CC - Contract / Collection), and County (Cass). Below these are sections for Plaintiff and Defendant, each with radio buttons for Person or Company and input fields for First Name, Middle Name, Last Name, Address, City, State, Zip Code, Area, Prefix, Number, and Ext. The page footer shows the Odyssey logo and a status bar indicating 'Internet | Protected Mode: Off'.

North Dakota Court System
E-File & Serve

No case selected. [Select Case](#) [Case](#) [Queue](#) [Help](#) [Logout](#)

Initiating a New Case

Select Case · Filing Type · [E-File](#)

Case Filings Envelope Documents

Enter the details for the new case:

Case Type
Select a case type:
CV - CIVIL

Case Action Code
Select a case action code:
CC - Contract / Collection

County
Select county:
Cass

Plaintiff
Select whether the party is a person or company then enter name, address, and phone details.
☒ Person ☐ Company
First Name * Middle Name Last Name *
Address
City State Zip Code
Area Prefix Number Ext.

Defendant
Select whether the party is a person or company then enter name, address, and phone details.
☒ Person ☐ Company
First Name * Middle Name Last Name *
Address

Done

Internet | Protected Mode: Off

Clerk Reviews E-File Submission

- Review the documents as submitted by the filer
- Stamp and Annotate the documents prior to acceptance
- Send review comments back to the filer

The screenshot displays the 'North Dakota Review Tool Ver. 1.1.0' interface. On the left is a sidebar with various controls: 'Login', 'Server', 'View', 'Review Queue', and 'Info'. Under 'Case Info', there are fields for 'Case' (39-10-C-00031), 'Case Title of Entry', 'Document Code' (NOT), 'Timestamp Date / Time' (8/9/2010 16:15:00), 'Court Filing Fee' (0.00), 'Primary Party', 'Fee Schedule', 'Review Comments', and 'Reason For Rejection'. The 'Filing' section includes 'Page' (1/2) and 'Select Annotations'. The 'Actions' section has 'Accept', 'Reject', 'Print All', and 'End Review' buttons. The main area shows a document with the following text:

STATE OF NORTH DAKOTA
COUNTY OF RICHLAND

The Bank of New York Mellon FKA
The Bank of New York, as Trustee,
for CWABS, Inc., Asset-Backed
Certificates, Series 2006-26,

Plaintiff,

vs,

Gina Manning; Hartley Ellingson; and
any person in possession,

Defendants.

IN DISTRICT COURT
SOUTHEAST JUDICIAL DISTRICT

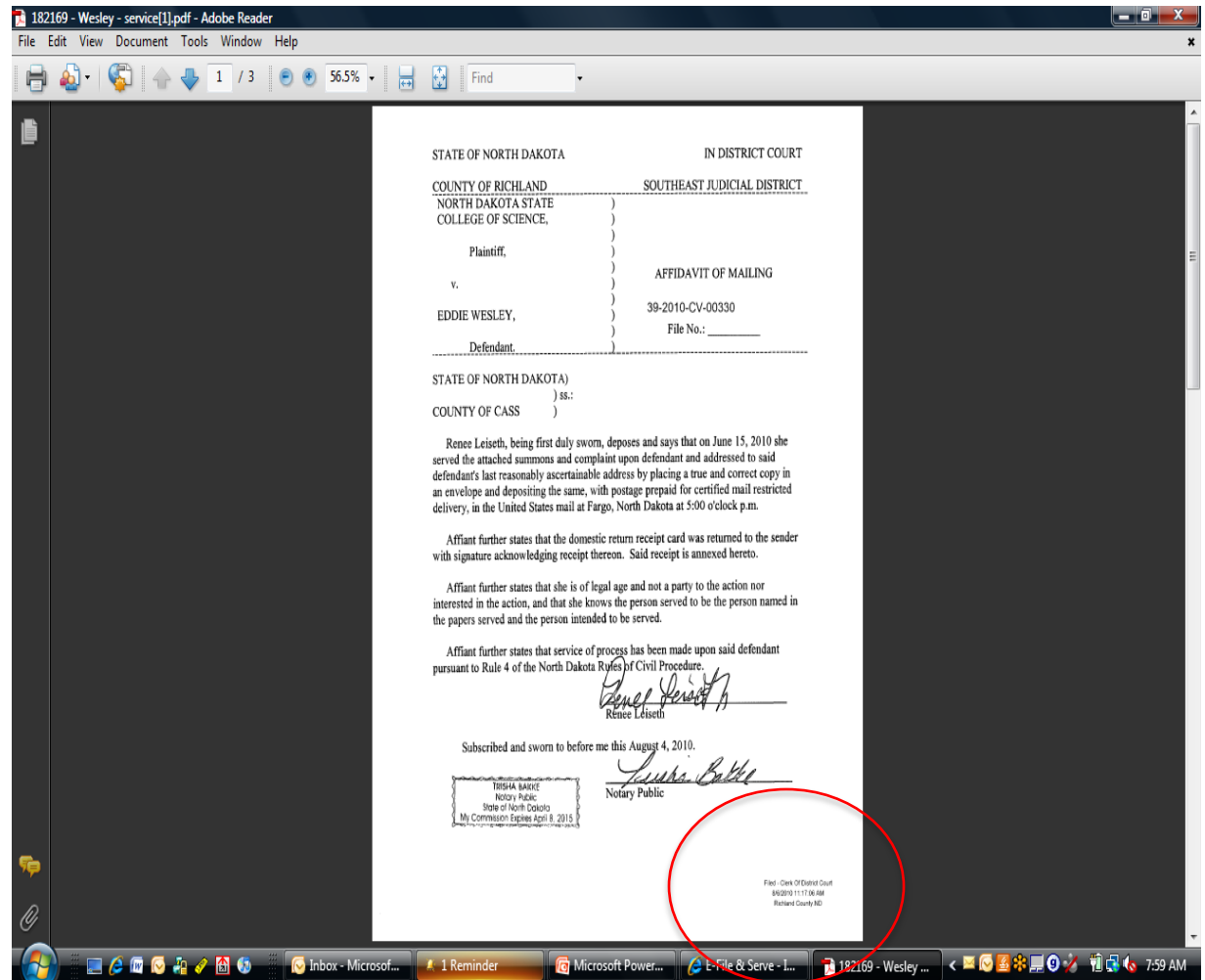
Civil No. 10-C-031

NOTICE OF ENTRY OF ORDER

The Windows taskbar at the bottom shows several open applications: Calendar - Mic..., North Dakota e..., Microsoft Pow..., New Tab - Inte..., Index of /share..., and North Dakota R... The system clock indicates 8:48 AM.

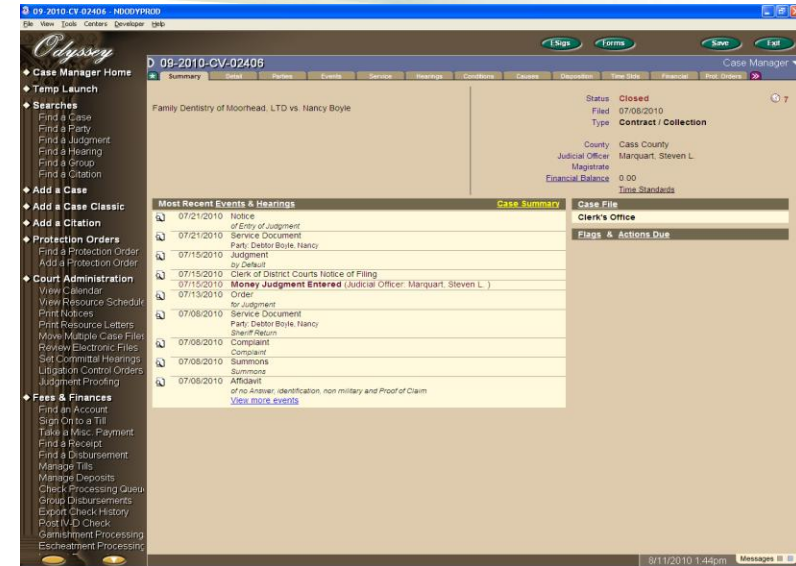
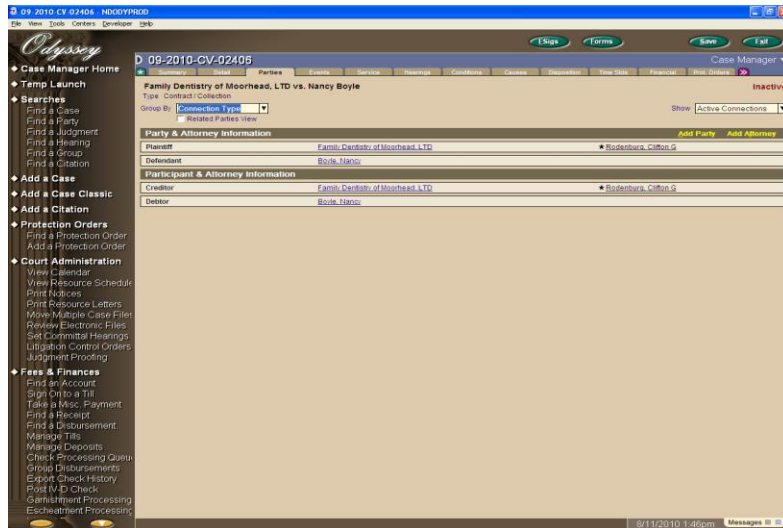
Firm Prints File Stamped Copy Once Clerk Accepts

- Official clerk Date/Time stamp on accepted documents

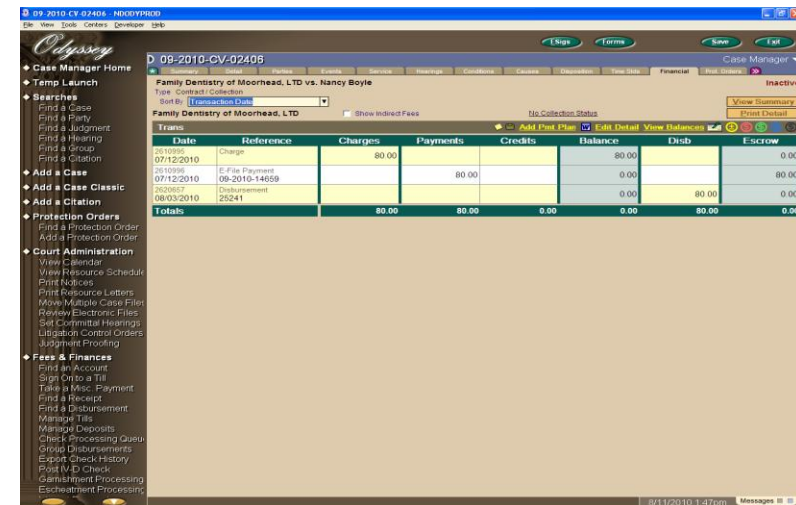


Complete Case in Case Management System

- Documents and Events



- Party Information
- Complete Financial Transactions



Visit the sites

For access to trial court documents

<http://securepa.ndcourts.gov>

For eFiling

<https://northdakota.wiznet.com>

For a copy of this presentation and additional resources

<http://www.ndcourts.gov/CLE>

Closing comments